

BALTIMORE COUNTY, BOARD OF EDUCATION

DIVISION OF ADMINISTRATION AND SPECIAL SERVICES,
Assistant Superintendent

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1. GENERAL CORRESPONDENCE

Size: Letter-size
Dates: 1950 - -
Quantity: 4 file drawers
File Arrangement: By subject

The General Correspondence contains material under the following subjects:

Administration
Committees
Funds
Safety
Health
Nurses
Psychologists
Pending Buildings and Alterations
School File
Boundaries
Changes in administration orders
School Personnel
Administrative Officers
Education Personnel
School Clerks
Special Services Personnel

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.